

Vendor E-Catalog system manual



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Welcome

vendor e-catalog support

Overview:

This site will walk you through the steps necessary to use the Electronic Catalog Procurement System.

As a participating vendor using the E-Catalog Procurement System, you have electronic access to purchase orders received from authorized e-catalog shoppers. You can review, fill, and ship orders on-line, with the added advantage of being able to track the receipt of your shipment to your customer's location.

You can login to the live E-Catalog Procurement System at anytime by clicking on the "E-CATALOG SITE" button.

To navigate through the E-Catalog Support Site, click on the "NEXT STEP" and "PREVIOUS STEP" buttons.

To view sample screen shots of the information outlined in the E-Catalog Support Site, click on the "VIEW SAMPLE PAGE" button.

To download a PDF file of the E-Catalog Support Information, click on the "DOWNLOAD MANUAL" button.

Next Step:

Login to the E-Catalog Procurement System.

Vendor Login

vendor e-catalog support

Overview:

To access the E-Catalog Procurement System, the vendor is required to login using the authorized UserID and Password provided by the System Administrator.

Steps to Login:

1. Enter your UserID and Password in the boxes provided.
2. Click the "LOGIN" button.
An introduction screen will be displayed.

Next Step:

Review the purchase orders.

Review Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to review purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Review Orders:

1. **Select "REVIEW ORDERS" from the menu bar.**
The "Order Processing" screen will be displayed.
2. **Expand a folder by clicking on the "+" sign.**
A list of purchase orders will be displayed.
3. **Expand the purchase order by clicking on the "+" sign.**
The status of the purchase order will be displayed in the drop down box.

Next Step:

Fill the purchase orders.

Fill Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to fill purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Fill Orders:

1. **Select "FILL ORDER" from the drop down status box.**
The purchase order will be displayed.
2. **Click on the "SUBMIT & RETURN" button.**
A new line "Complete Shipment" will appear for the purchase order and "Filled" will now be displayed in the drop down status box.

Next Step:

Ship the products.

Ship Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to ship products requested via purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Fill Orders:

1. Select "SHIP" from the drop down status box.

A new line "Awaiting Receipt of Shipment" will appear for the purchase order. "Shipped" will now be displayed in the drop down status box.

Next Step:


You have reached the END of the Vendor E-Catalog Support Site.

Sample Pages

vendor e-catalog support

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[Review Orders](#)
[Help?](#) [LOG OFF](#)

Welcome

vendor e-catalog support

The following are samples of the E-Catalog Procurement System VENDOR screens. These screens follow the Vendor E-Catalog Support narration and take the Vendor through the following steps:

1. Login
2. Review Orders
3. Fill Orders
4. Ship Orders

Click on the "Next" button to continue

Welcome

PublicBuy.Net



[Place New Order](#)
[Search Catalog](#)
[Review Orders](#)
[Change Profile](#)
[Your Feedback](#)
[Help?](#) [LOG OFF](#)

User ID..

Password..

If you are a first time user, [Click Here](#), to register on-line.
If you forgot your UserID or Password, contact [your Administrator](#).

Note: This site is best used with Netscape 4.0 or higher, Microsoft 4.0 or higher. You must have Javascript, session cookies turned on and your browser must check for the latest version of each page in order to use this system. Contact your system administrator for assistance.

Login: Steps 1 & 2

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[Review Orders](#)
[Help?](#) [LOG OFF](#)

Use the menu above to:

[Review Orders](#) - Process orders, approvals, receiving and payments

[Your Feedback](#) - Send us your comments

[Help](#) - Link to on-line help

Login: Step 2 continued

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Order Processing

JACKIE DANIELS (1648) of TIBH

View	Document	Amount	Items	Status/ Actions	Transaction Date
	Contract Purchases (11)				

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Wednesday, February 02, 2000

Review Order: Step 1

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Order Processing

JACKIE DANIELS (1648) of TIBH

View	Document	Amount	Items	Status/Actions	Transaction Date
	Contract Purchases (11)				
<input type="checkbox"/>	143301. State of Texas	\$88.00	1	Created	Sat, 10/7/00 9:10a
	.01 Ship To Primary Address	\$88.00	1	Issued	Sat, 10/7/00 9:10a
	Shipment Release Issued	\$88.00	1	<input type="text" value="Issued"/>	Sat, 10/7/00 9:38a
<input type="checkbox"/>	143001. State of Texas	\$128.10	3	Created	Thu, 10/5/00 4:36p
<input type="checkbox"/>	142801. State of Texas	\$125.10	3	Created	Thu, 10/5/00

Review Order: Steps 2 & 3

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Order Processing

JACKIE DANIELS (1648) of TIBH

View	Document	Amount	Items	Status/Actions	Transaction Date
	Contract Purchases (11)				
<input type="checkbox"/>	143301. State of Texas	\$88.00	1	Created	Sat, 10/7/00 9:10a
	.01 Ship To Primary Address	\$88.00	1	Issued	Sat, 10/7/00 9:10a
	Shipment Release Issued	\$88.00	1	<input type="text" value="Fill Order"/>	Sat, 10/7/00 9:38a
<input type="checkbox"/>	143001. State of Texas	\$128.10	3	Created	Thu, 10/5/00 4:36p
<input type="checkbox"/>	142801. State of Texas	\$125.10	3	Created	Thu, 10/5/00

Fill Order: Step 1

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TIBH
300 HIGHLAND MALL BLVD.
SUITE 302
AUSTIN, TX 78752
USA

<http://test.st.tx.publicbuy.net>

Phone: 512
Fax: 5124510824

Shipping Notice

Tracking Number C2000-14331.011
Shipping Method
Customer Email m.sacks@publicbuy.net
Order Date 10/7/2000
Vendor ID

Bill To:
TIBH Purchaser1-ms
State of Texas
12 Main Street
Austin, TX 12345-6789
U.S.A.
Phone: 555-111-1234
Fax: 555-111-5678
E-mail: m.sacks@publicbuy.net

Ship To:
TIBH Purchaser1-ms
State of Texas
12 Main Street
Austin, TX 12345-6789
U.S.A.
Phone: 555-111-1234
Fax: 555-111-5678
E-mail: m.sacks@publicbuy.net

Alternate P.O. #

Doc. Reference Shipment Release Issued

Order Status SHP Sent by Purchaser

Special Instructions

Item Code	Description	Unit Price	Quantity	UI	Line Total
615-21-03-002 * *	POLY COTTON COVER/WHITE FOR 3" CUSHION	4.40	20	EA	88.00
Cmts/Accts: <input type="text"/> Prvt: <input type="checkbox"/>		Ship: <input type="text"/>		EA	<input type="text"/>
		New			Saved
Sub Total:		<input type="text"/>			88.00
Grand Total:		<input type="text"/>			88.00
		<input type="button" value="Submit"/>			<input type="button" value="Reset"/>
		<input type="button" value="SUBMIT & RETURN"/>			

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Fill Order: Steps 1 continued & 2

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Order Processing
JACKIE DANIELS (1648) of TIBH

View Document	Amount	Item	Status/Actions	Transaction Date
Contract Purchases (11)				
142301: State of Texas	\$80.00	1	Created	Sat, 10/7/00 9:10a
.01 Ship To Primary Address	\$80.00	1	Issued	Sat, 10/7/00 9:10a
Complete Shipment	\$80.00	1	<input type="text" value="Filled"/>	Sat, 10/7/00 9:38a
143001: State of Texas	\$128.10	3	Created	Thu, 10/5/00 4:36p
142801: State of Texas	\$125.10	3	Created	Thu, 10/5/00 10:30a

Fill Order: Step 2 continued

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Order Processing
JACKIE DANIELS (1648) of TIBH

View Document	Amount	Item	Status/Actions	Transaction Date
Contract Purchases (11)				
142301: State of Texas	\$80.00	1	Created	Sat, 10/7/00 9:10a
.01 Ship To Primary Address	\$80.00	1	Issued	Sat, 10/7/00 9:10a
Complete Shipment	\$80.00	1	<input type="text" value="Ship"/>	Sat, 10/7/00 9:38a
143001: State of Texas	\$128.10	3	Created	Thu, 10/5/00 4:36p
142801: State of Texas	\$125.10	3	Created	Thu, 10/5/00 10:30a

Ship Order: Step 1

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System**[Review Orders](#)
[Help?](#) [LOG OFF](#)**Order Processing**

JACKIE DANIELS (1648) of TIBH

View Document	Amount	Items	Status/Actions	Transaction Date
Contract Purchases (11)				
<input type="checkbox"/> 143301, State of Texas	\$88.00	1	Created	Sat, 10/7/00 9:10a
01 Ship To Primary Address	\$88.00	1	Issued	Sat, 10/7/00 9:10a
Complete Shipment	\$88.00	1	Shipped	Sat, 10/7/00 9:38a
Awaiting Receipt of Shipment	\$88.00	1	Shipped	Sat, 10/7/00 10:09a
<input checked="" type="checkbox"/> 143001, State of Texas	\$128.10	3	Created	Thu, 10/5/00 4:26p
<input checked="" type="checkbox"/> 142801, State of Texas	\$125.10	3	Created	Thu, 10/5/00 10:38a

Ship Order: Step 1 continued